



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE

## Driver Education Section Bulletin

### September 2005

Public Act 70 of 2004, recognized as the Driver Education and Training Schools Act (DETSa), gave the Department of State complete oversight of driver education programs in Michigan. As a result, staff from the Department of Education combined with staff already in the Department of State to consolidate all program components in one area, the Driver Education Section, thereby promoting greater consistency and innovation in curriculum development, training and program oversight.

#### **DRIVER EDUCATION SECTION CONTACT INFORMATION**

##### Mailing Address

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#### **COMMUNICATING WITH THE DRIVER EDUCATION SECTION**

As noted on the 2004 year-end reports, we are now asking for email addresses. It is our hope to take advantage of technology by corresponding by email. Although it will not be the primary method of communication, it will be utilized to update providers on any number of issues (i.e., notification of current research findings, news and information, conducting surveys, etc.). If you have a new email address, or change a current one, please notify us by emailing [StaniszJ@Michigan.gov](mailto:StaniszJ@Michigan.gov).

#### **CERTIFICATES OF COMPLETION WITH DEPARTMENT OF EDUCATION LOGO**

The segment 1 and segment 2 certificates of completion have been revised. The new certificates now contain the Michigan Department of State's seal (rather than the Department of Education's seal) and the segment 1 certificate now contains (on the reverse side of the certificate) references to a CERTIFIED birth certificate and social security number being required when applying for a level 1 license. Some of you may still possess the Department of Education (MDE) certificates. **Effective immediately, discontinue issuing certificates of completion containing the MDE logo.** Record the certificate numbers (numbers starting with "A" on segment 1 certificates and with "B" on segment 2 certificates), then destroy the certificates. Acceptable means of destruction include shredding, tearing, and cutting. Do not simply "VOID" them or discard them in the trash. Mutilate them in some way

before disposal.

## ***RECORD KEEPING REQUIREMENTS FOR CERTIFICATES OF COMPLETION***

Record keeping requirements are outlined in the Driver Education and Training Schools Act and administrative rules. All schools should keep a detailed accounting of the following (with regard to certificates): certificates of completion received; certificates of completion issued and voided; duplicate certificates issued; names, addresses, birthdates of students issued certificates; and dates of issuance. **EVERY CERTIFICATE MUST BE ACCOUNTED FOR.** Public schools must retain records for seven years; driver training schools are required to retain a permanent record of certificate activity. Department of State investigators will request to review these records during visits to your school.

If a breach of security of the certificates is found, and/or certificates are missing or stolen, you must contact the Department of State immediately.

## ***ISSUING CERTIFICATES OF COMPLETION***

Concerns have risen regarding the certificates that are being issued to students and presented at Secretary of State branch offices. Those concerns include:

- **Certificates filled out in pencil.** All certificates should be typed (recommended) or hand-printed in ink. Do not attempt to correct errors. Void the certificate and issue a duplicate.
- **Certificates filled out by students.** Students should not be allowed to fill in their own certificates. The certificates should be typed (recommended) or hand-printed by school personnel.
- **Driver Education Instructor and Authorized School Official.** It is expected that these will be signatures. Hand-stamped signatures are acceptable.

**A segment 1 certificate is NOT a license.** Please emphasize to students that they are not permitted to drive while in possession of the segment 1 certificate. They must obtain a level 1 license at a Secretary of State branch office.

## ***REIMBURSEMENT – CERTIFICATES OF STUDENT PARTICIPATION***

As of February 1, 2004, all reimbursement for driver education was eliminated. As of January 2005, all of the reimbursement money had been distributed to the public schools, thus eliminating the driver education fund. It is expected that students/parents due the partial reimbursement will receive it in a timely manner. The public schools and driver training schools should work cooperatively to ensure that all of the funds are distributed.

## ***ORDERING CERTIFICATES OF COMPLETION***

If you wish to order segment 1 and/or segment 2 certificates of completion, follow the instructions outlined for ordering pamphlets and brochures. Certificates must be ordered in multiples of 200, and should not exceed a three or four month supply. Upon receiving the shipment, you will be required to return a signed Material Movement Form. Failure to do so will affect future orders. In addition, failure to submit any documents and reports (i.e., year-end reports from all providers, and program request and completion data forms from driver training schools, etc.) may also affect future orders. To check on the

status of an order for certificates, you may telephone the Inventory Services Section at (517) 241-1926.

### ***ORDERING PAMPHLETS, BROCHURES, etc.***

Several Department of State pamphlets, brochures, etc., are available at no cost to driver education providers through the Department's Inventory Services Section. Orders for any of the items listed must be in writing, on the school's letterhead, and must be either mailed or faxed to the address below:

Michigan Department of State  
Inventory Services Section  
430 W. Allegan, 4<sup>th</sup> Floor  
Lansing, MI 48918  
FAX: (517) 373-1475

**Be sure to include a street address. Do not use a post office box.**

ITEM	FORM NUMBER	UNIT OF ISSUE
Segment 1 Driver Education Written Test	DE-41	Package (25 per package)
Segment 1 Driver Education Answer Key	DE-41A	Each
What Every Driver Must Know	SOS-133	Each
Michigan's Graduated Driver License: A Guide for Parents	SOS-383	Each
Road Skills Test Study Guide	SOS-360	Each (limit order to 500)
Your Probationary License	SOS-215	Package (100 per package)

If you need to check on the status of an order with the Inventory Services Section, call (517) 335-2755.

### ***SSN REQUIRED WHEN APPLYING FOR A DRIVER'S LICENSE***

On May 3, 2004, Secretary of State branch offices began collecting Social Security numbers (SSNs) in order to comply with the federal Welfare Reform Act, which requires all states to collect SSNs for use in enforcing child support payments. Failure to comply would have resulted in the loss of federal support for Michigan's at-risk or low-income families and their children.

All driver's license applicants, including teens, *must provide Secretary of State branch office personnel with their SSN before a license or temporary instruction permit can be issued or renewed.* Commercial Driver License (CDL) applicants must present proof of their SSN. One of the following documents must be presented as proof when applying for a CDL: Social Security card or receipt, payroll check or check stub, W-2 form, military identification card, Social Security Administration printout, or out-of-state CDL with an SSN. If an applicant refuses to provide his or her SSN, the application cannot be processed.

A person who has never been issued an SSN must certify to that fact on an application obtained at a Secretary of State branch office. Providing branch office staff with a false SSN is a felony punishable by imprisonment from one to five years, or a fine of \$500 to \$5,000, or both. The applicant's driver's license or permit will also be canceled.

Please advise all students of the SSN requirement. If students do not have an SSN or need information about obtaining a duplicate card, they should:

- Call the Social Security Administration at (800) 772-1213 (voice) or (800) 325-0778 (TTY);
- Visit their local Social Security Administration office; or

- Access the Social Security Administration's Web site at [www.ssa.gov](http://www.ssa.gov).

## ***PROVIDING PROOF OF IDENTITY***

If an individual is under 18 and is applying for a graduated driver licensing level 1 license, they must present at least one item from the Primary Group identification documents at the Secretary of State branch office. These include: a certified birth certificate, a state identification card, an out-of-state driver's license or identification card, or a passport.

Be sure to convey this information to your students. Hospital birth certificates, photocopies or facsimiles WILL NOT BE ACCEPTED.

## ***DRIVER EDUCATION INSTRUCTOR REQUIREMENTS***

Instructors must possess the required credentials *before* teaching in any program. Following are the different types of programs and the requirements for instructors in each program.

### **Public, Private, and Parochial School Instructors**

All public, private, and parochial school driver education instructors must be *approved*. Completion of a Driver Education Instructor Approval Request form (DES-010) is required. A copy of the applicant's current, valid Michigan teaching certificate, and a copy of his or her university transcript verifying successful completion of the required coursework, must also be submitted. For current approved instructors, the above documentation may be requested if not already on file with this office.

### **Driver Training School Instructors**

All driver training school instructors must be *licensed*. Noncommercial instructors in teenage driver education programs must also be approved, and must adhere to the same requirements as public, private, and parochial school instructors. However, a driver training school instructor does not need to submit or possess a Michigan teaching certificate. It is the responsibility of the school owner to ensure that a Driver Training School Instructor License Application form (DES-015), the \$25 license fee, and a Medical Examination Report form (DES-016) are submitted. It is also the responsibility of the school owner to ensure that the applicant has requested State and FBI criminal records (fingerprint-based) and that he or she has been added to the school's subscription service account.

Any driver training school instructor that will be teaching teens must also complete the Driver Education Instructor Approval Request form (DES-010) and attach a copy of his or her university transcript verifying successful completion of the required coursework. A driver training school instructor is not required to possess a Michigan teaching certificate.

It is each program provider's responsibility to ensure that appropriate documentation is submitted and records are kept verifying that each instructor meets the requirements to teach. Each school providing teen instruction should have a letter on file from either the Department of Education (if the instructor has been employed since prior to October 2004) or the Department of State, verifying the instructor's approval status.

It is also each school's responsibility to monitor each instructor's eligibility, and to submit the proper documents to ensure each instructor's continued eligibility. This includes monitoring teacher certification (not required of driver training school instructors), university course work completion (transcripts), and criminal background checks and medical exam reports (driver training school instructors only).

## ***NEW ELECTRONIC FINGERPRINTING SERVICES***

Fingerprint cards and ink pads have given way to electronic fingerprinting when it comes to doing state-mandated applicant background checks in Michigan. This fingerprinting requirement applies only to driver training school owners and instructors.

The Michigan State Police has contracted with a private vendor, Identix Identification Services (IIS), for this service. The new process will work as follows:

1. School owners and new school applicants must submit a written request on business letterhead to the Criminal Justice Information Center requesting to establish a livescan identification number for obtaining mandatory (MCL 256.602) criminal record background checks. The request must be faxed to (517) 322-0635 and must include the following:
  - Name and telephone number of a contact person at the driver training school;
  - A business fax number and (optional) an e-mail address;
  - Confirmation of the driver training school's address where the applicants' criminal records should be mailed.
2. When the Criminal Justice Information Center has processed the request and established the livescan identification number in the driver training school's name, documents will be faxed (or mailed) to the owner including information on contacting IIS to schedule appointments and a form that applicants must bring with them to their appointment.
3. Applicants will be expected to bring two checks as payment: up to \$16 payable to IIS for the livescan fee and \$54 payable to the State of Michigan for processing the background checks. Details about the payments will be included in the information sent to you by the Criminal Justice Information Center.
4. IIS will capture the fingerprints and personal information and transmit the data to the Michigan State Police.
5. The Michigan State Police will check the state database and also forward the information to the Federal Bureau of Investigation for the search of its database. The Michigan State Police will mail the combined printed responses to the driver training school and to the Department of State's Driver Education Section. If the printed response is not received within 10 business days, the driver training school owner should contact the Criminal Justice Information Center at (517) 322-1956.

## ***DRIVER EDUCATION ADVISORY COMMITTEE***

On the back of this page is the press release announcing the appointment of the Driver Education Advisory Committee by Secretary of State Terri Lynn Land. Since this news release, Jacqueline El-Sayed, associate professor at Kettering University in Flint, was named the chairperson of the committee. The first meeting was held on June 16. Subsequent meetings have been held once a month, with subcommittee meetings occurring on a more frequent basis.

If you have ideas that you would like this committee to consider, and you do not know any of the people listed, please contact the Driver Education Section by telephone or email. Our contact information is on the first page of this newsletter. We want to hear all suggestions.

# SECRETARY OF STATE PRESS RELEASE

May 24, 2005

## “In the driver’s seat”

The Department of State is in the driver’s seat when it comes to making sure that new motorists are ready for the road, according to Secretary of State Terri Lynn Land.

With spring and summer being peak times for driver education, Land outlined steps that the department is taking to ensure greater consistency, communication and collaboration in the instructional process. These include a comprehensive review of every program aspect and the creation of a Driver Education Advisory Committee to encourage input from all stakeholders.

"Preparing new drivers for their responsibilities behind the wheel demands participation by all partners," said Land, the state’s chief motor vehicle administrator. "We’re working more closely with instructors and safety advocates to enrich our program. Their expertise will help us to develop the highest testing and training standards that keep our roads safe. This is a tremendous opportunity to make Michigan’s program a national model and we’re taking full advantage of it."

This is the first full year in which the department is administering Michigan’s driver education program. Public Acts 70 and 71 of 2004 transferred it from the Department of Education.

One of the primary benefits of giving driver education responsibilities to the Department of State is that it consolidates all program components under one roof. That promotes greater consistency and innovation in curriculum development, training and program oversight.

As more public schools are choosing to discontinue their driver education programs, a greater number of private driver-training schools are opening. In 2000, more than 470 public schools offered driver education. That number fell to 360 last year. During that same period, the number of private driver training schools teaching teens climbed from 119 to 183.

The department is responsible for the oversight of nearly 3,000 driving instructors and more than 540 public and private organizations conducting driver education programs statewide. The majority of schools serve first-time vehicle operators while others teach commercial vehicle drivers.

More than 126,000 students were trained in 2004.

The department and its partners are launching a comprehensive review of the entire program to guarantee consistency in objectives, curricula, driver education program requirements and instructor qualifications. Changes to the law or administrative rules may be recommended based on the evaluation.

Land also has created a Driver Education Advisory Committee to promote collaboration among stakeholders. The 10-member committee has a unique chance to shape the driver education agenda by directly working with Land and her key staff. The group is comprised of instructors, school owners, third-party skills testers, law enforcement and traffic safety leaders.

More information about the program, as well as a list of road-skills testing organizations, is available at [www.Michigan.gov/sos](http://www.Michigan.gov/sos).

### **Driver Education Advisory Committee Members**

- Cindy Agle, executive director, Michigan Resource Center for Health and Safety, Lansing
- Sue Allen, driver education instructor/coordinator, Haslett Public Schools, Haslett
- Robin Bordner, public/private school driver education instructor, White Pigeon High School, White Pigeon
- Steve Brieve, administrator/part owner, Lakeside Driver Education, Grand Rapids
- Tom Gamet, administrator/owner, ABC Training & Testing, Horton
- Doreen Olko, chief, Auburn Hills Police Department, Auburn Hills
- Dianne Perukel, youth coordinator, Michigan State Police, Lansing
- John Tobin, driver education instructor, Dearborn Public Schools, Dearborn
- Dave VanDyke, president, Michigan Driver and Traffic Safety Education Association, Royal Oak
- Mickie Verderbar, owner, Same Day Testing, Detroit